



**PROVINCE OF KWAZULU-NATAL**

**DEPARTMENT OF PUBLIC WORKS**

**BID DOCUMENT**

**FOR THE**

**HIRE OF OFFICE ACCOMMODATION**

**IN**

**PIETERMARITZBURG**

**FOR THE DEPARTMENT OF**

**PROVINCIAL TREASURY**

**BID NO. ZNT2986W**

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## SECTION A

### INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE KZN - DEPARTMENT OF PUBLIC WORKS

BID NUMBER: ZNT 2986    CLOSING DATE: 19 January 2021    CLOSING TIME: 11:00

DESCRIPTION: HIRE OF ACCOMMODATION: PIETERMARITZBURG: DEPARTMENT OF PROVINCIAL TREASURY

BID DOCUMENTS MAY BE POSTED TO  
KZN DEPARTMENT OF PUBLIC WORKS, SOUTHERN OFFICE  
PRIVATE BAG X 9153  
PIETERMARITZBURG  
3200

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)  
KZN DEPARTMENT OF PUBLIC WORKS, SOUTHERN OFFICE  
10 PRINCE ALFRED STREET  
PIETERMARITZBURG  
3200

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is open on Monday to Friday, 09:00 -15:00

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

*THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)*

NAME OF BIDDER	.....
POSTAL ADDRESS	.....
STREET ADDRESS	.....
TELEPHONE NUMBER	CODE.....NUMBER.....
CELLPHONE NUMBER	.....
FACSIMILE NUMBER	CODE .....NUMBER.....
E-MAIL ADDRESS	.....
VAT REGISTRATION NUMBER	.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)                      YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)                      YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);  
OR.....☐

A REGISTERED AUDITOR.....☐

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE

IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED .....

---

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Department of Public Works

**Contact Person:** Helpdesk

**Tel:** 033 897 1434

**Fax:** NONE

**E-mail address:** NONE

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr S.L. Dlamini

**Tel:** 033 897 1333

**Fax:** NONE

**E-mail address:** Sabelo.dhlamini@kznworks.gov.za

**SECTION B**  
**NOTES AND SPECIAL INSTRUCTIONS TO BIDDERS REGARDING THE COMPLETION OF BID FORMS**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT AND THE KWAZULU-NATAL LAND ADMINISTRATION AND IMMOVABLE ASSET MANAGEMENT ACT, ACT 2 OF 2014

**1. GENERAL**

- 1.1 Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural *and vice versa* and words importing the masculine gender shall include the feminine and the neuter.

**2. COMPLETION, LODGING AND CLOSING OF BIDS**

- 2.1 Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
- 2.2. The Bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
- 2.3. Bids submitted must be complete in all respects.
- 2.4. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
- 2.5. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope with the name and address of the Bidder, the bid number and closing date indicated on the envelope. **The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with such bids may be rejected as being invalid.**
- 2.6. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it will be sealed. If it is received without a bid number on the envelope, it will be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
- 2.7. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
- 2.8. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
- 2.9. No bid submitted by telefax, telegraphic or other electronic means will be considered.
- 2.10. Any alteration made by the bidder must be initialled.
- 2.11. Use of correcting fluid is prohibited.
- 2.12. Bids will be opened in public as soon as practicable after the advertised closing time for bids.

- 2.13. Where practical, prices are made public at the time of opening bids.
- 2.14 The whole of this bid document is to be returned by a Bidder at the time of submitting a bid with all the blank spaces properly and fully completed and properly signed (by the Bidder) and witnessed where required.

### **3. VALIDITY OF BIDS**

- 3.1 The bidder may, if requested by the **Department of Public Works**, consider extending validity period stated in the bid document for an agreed additional period.

### **4. ARITHMETICAL ERRORS**

- 4.1 The bidder must provide clarification of a bid offer in response to a request to do so from the **Department of Public Works** during the evaluation of bid offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the total of prices or substance of the bid offer is sought, offered or permitted. The total of the prices stated by the bidder shall be binding upon the bidder.

### **5. EVALUATION OF BIDS**

#### **5.1 PROCUREMENT PROCEDURE**

The open procedure will be used to evaluate this Bid.

#### **5.2 METHOD OF BID EVALUATION**

5.2.1 The procedure of the evaluation of bid will be a **Three** Stage Process structured as follows:

Returnable for phase one:

5.2.2 Stage One Submission of Statuary and Essential information

Note: Failure to submit the following documentation in the prescribed format will lead to an immediate disqualification of the bid:

<b>RETURNABLES</b>	
1.	Original and valid tax clearance certificate (If JV then both companies must submit valid tax clearance certificates)
2.	Signed and Completed Form of Tender (Bid)
3.	Signed Certificate of Attendance at Compulsory Briefing Meeting
4.	All documents indicated in <b>Section G.1 - check numbering</b>
5.	All Documents as per functionality criteria
6.	SBD Forms 4; 8; 9 (If JV, then SBD forms for both companies must be provided)
7.	CIPRO (If a JV, then all documents for both companies)
8.	Proof of intention to purchase land if the land is not owned by bidder (Sale/Purchase Agreements)
9.	Title deed if property is owned by bidder
10.	Company resolution (If a JV then resolutions from both companies as well as resolution from the JV)
11.	ID documents of bidders (If JV, then ID documents of all directors/trustees/members)
12.	Recent original Specimen signatures of all directors/trustee/member (including all members of JV, if applicable)

### **5.2.3 Stage Two:** Functionality Criteria (100 points) 64 point upwards

#### Note

- (i) A minimum total of 64 points will be required to be responsive
- (ii) In addition to the minimum 64 points, the bidder shall also achieve the specified minimum in each of the evaluation sub-categories in order to be considered responsive.
- (iii) Bidders who fail to score the minimum threshold points and/or the total required 100 points will be considered non-responsive and will be disqualified in the Stage Three phase.
- (iv) Bidders must submit the required detailed information to comply with the specified evaluation criteria
- (v) With regard to the awarding of points for Functionality, the following scoring will apply:

## FUNCTIONALITY CRITERIA

A.	B. MANDATORY REQUIREMENTS		
Evaluation criteria	Deliverables	Sub-Points	Points
<b>A1. Extent of space offered:</b> Provisions of 4393M <sup>2</sup> (assignable)  Area offered (non-assignable 25%).	Layout plan based on client's needs and specification of minimum requirements must be prepared and submitted together with the bid.	10	10
<b>A2. Parking:</b> Provision of adequate safe onsite parking as per requirements. <b>(Fully points allocated)</b>  Undercover – 100 Open – 10 Disabled - 03 Indicate number of bays and categories  If offered premises cannot provide for all onsite parking, a plan must be submitted with the bid indicating provision of remaining parking (not be more than 40% of the total required parking) which shall not be more than 100m away from the offered premises and must be secured. <b>(Only 5 points allocated)</b>	Attach drawings for proposed parking layout and site plan to confirm number of bays in relation must be prepared and submitted together with the bid.  Site plan showing offsite parking in the relation to on-site parking.  <b>Note:</b> if the parking offered is not onsite but within 100m away from the building <b>(5)</b> point will be allocated not 10 points.	10	10
<b>A3, Disability Compliance of building</b> Walking surfaces, doors & doorways, ramps, kerb ramps, stair ways, handrails, voice automated with braille elevator; parking and toilets i.e. building above two floors must have provision for wheelchair or platform lifts, evacuation chair, accessible means of emergency	Relevant drawings/plans indicating unrestricted accessibility for disabled persons throughout the building, provision of toilets, ramps and lifts for disabled persons must be submitted together with the bid.		15
<b>B.BUILDING LOCATION AND LAYOUT –</b>			
<b>B1. LOCATION OF BUILDING</b> Building location - in relation to public transport route, 5 km radius from the Taxi Rank	A letter from the Local Municipal confirming requirement or Google site map showing the building		5
<b>B2. LAYOUT OF THE BUILDING</b> Building is free standing and available for single occupancy. Building must be fully fenced. <b>(Fully points allocated)</b>  If the building is shared then the space offered must be dedicated space on contiguous floors either from highest level	Draft layout plan based on client's needs and specification of minimum requirements must be prepared submitted together with the bid Submit list of all tenants with the bid document. Maximum of <b>(5)</b> points will be		10



<p>coming down or lowest level going up (no points will be allocated for space offered between floors and between other tenants) except for common areas like foyer, etc.</p> <p>If the building is shared then it may be shared only with other corporate/government tenants and it must have its own separate entrance. <b>(Only 5 points allocated)</b></p>	<p>allocated if the building is shared with other tenant.</p>		
<p><b>B3. ZONING OF PREMISES</b> Building must be zoned either, Commercial, Office or Public Building</p> <p>Building must be zoned commercial and should be for office use only: for security, building not to be shared with retail shops, cafes, funeral parlors and restaurant bars.</p> <p>If Building needs to be rezoned to meet the above functionality criteria</p>	<p>Town planning certificated from Local Municipality confirming the zoning without any onerous conditions <b>OR</b> valuation roll printout confirming the zoning <b>OR</b> municipal statement showing the zoning</p> <p>Re-zoning application must be attached to the bid</p>		<p>12</p> <p>0 for none of the above</p>
	<b>C. TECHNICAL &amp; ENVIRONMENTAL COMPLIANCE</b>		
<p>C1. Rational assessments of the following professions in relation to the building offered "as is"; these should be not older than 12 months</p>	<p>- electrical engineers report/Certificate -mechanical engineer's report/Certificate - architectural report/Certificate - structural engineers report/Certificate (to cover both building structure and parking) - Plumbing report/Certificate -Pest control certificate (from the registered entomologist)</p>	<p>2 2 2 2 2 2</p>	<p>12</p>
<p>C2. Compliance with Occupational Health and Safety.</p> <p>Emergency evacuation plan-must be clearly indicated using the building floor plans</p> <p>Lift – must not be older than 10 years and service contract must be with a reputable company</p>	<p>Fire equipment service records</p> <p>Fire plan depicting evacuation routes and demarcated assembly points with areas of refuge.</p> <p>Proof must be submitted as to when lift was purchased/installed and service records</p>	<p>5 5 10</p>	<p>20</p>
<p>C3. Grading of building A- Grade building B- Grade building</p>	<p>Letter, not older than 12 months, issued by a professional Body in accordance with SAPOA requirements confirming grade</p>		<p>3</p>

	of building		
<b>D. TRANSFORMATION AGENDA</b>			
<b>D1 Job Creation</b>			
The bidder is to submit a proposal for the number of full time jobs to be created for the lease duration	Full proposal of jobs to be created in a variety of disciplines; e g, building manager; administrative jobs; revenue collection; artisan, receptionist, personal assistant, landscaping, cleaning, security; gardening services, amongst others		3
<b>TOTAL MINIMUM QUALIFYING POINTS</b>			<b>64</b>
<b>TOTAL POINTS</b>			<b>100</b>

I/we, the undersigned hereby take note of the functionality criteria set out above and agree that I/we will FULLY meet the requirements within the stipulated timelines. I/we accept that should I/we default in any respect of this requirement, my bid will be evaluated as a nil return for submission in terms of functionality of this bid.

\_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF BIDDER

#### **5.2.5 Stage three: THE 80/20 PREFERENCE POINT SYSTEMS**

##### **Points Awarded for Price**

##### **THE 80/20 PREFERENCE POINT SYSTEM**

A maximum of 80 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

### 5.3 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 5.3.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### 6.2 B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.2.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 1. SUB-CONTRACTING

- 1.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 1.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE  
**(Tick applicable box)**

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 2. DECLARATION WITH REGARD TO COMPANY/FIRM

2.1 Name of company/firm:.....

2.2 VAT registration number:.....

2.3 Company registration number:.....

### 2.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

### 2.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

### 2.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

2.7 Total number of years the company/firm has been in business:.....

2.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the

company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

- 1. ....
- 2. ....

S(S)

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....  
ADDRESS .....  
.....

## **7. BANK ACCOUNT**

- 7.1 Given the Provincial Administration policy to eliminate fraud, it is preferred to make payments by means of Electronic Funds Transfer. Bidders shall hold a valid current or savings account at a bank into which payments can be transferred via the electronic media (ACB). The Department reserves the right to verify the existence and name of the holder of the account.

## **7.2 DECLARATION (BY BIDDER) OF GOOD STANDING REGARDING TAX**

It is a condition of bid that the taxes of the successful bidder must be in order or furnish proof that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations.

- 7.3 In order to meet this requirement, bidders are required to complete in full, a SARS "Application for a Tax Clearance Certificate" (Form TCC 001) and submit it to any SARS branch office in the Country. It must be noted that the TAX Clearance Certificate requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 7.4 SARS will then furnish the Bidder with a Tax Clearance Certificate that will be valid for 1 (one) year from date of approval.
- 7.5 The original Tax Clearance Certificate must be submitted together with the bid. **Failure to submit an original and valid Tax Clearance Certificate WILL result in the invalidation of the bid unless a valid original Tax Clearance Certificate is already in the possession of the office inviting this bid. Certified copies of the Tax Clearance Certificate are not acceptable.**
- 7.6 In bids where Consortia / Joint Ventures / Sub-Bidders are involved, each party must submit a separate Tax Clearance Certificate.
- 7.7 Copies of the form TCC 001 "Application for a Tax Clearance Certificate" are available from any SARS branch office throughout South Africa or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 7.8 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

## **8. VALUE ADDED TAX REGISTRATION**

- 8.1 Bidders are requested to provide a VAT Registration Certificate if they are VAT Registered.
- 8.2 Bidders who have applied for VAT Registration but have not received a VAT Registration Certificates (form 112), must provide an application for VAT Registration Certificate (form101) within 14 working days of closure of the bid and failure to do so will lead to disqualification.
- 8.3 It must also be clear that only bidders that are VAT Registered will be paid VAT, bidders who do not yet qualify for VAT Registration (accumulative awards less than R1 000 000, 00 per annum) are not allowed to claim VAT.

## **9. SPECIAL CONDITIONS/DEFINITIONS**

- 9.1 Bidders are invited by the KZNPA Department of Public Works to bid for the hire of **existing/new** office accommodation for its Client Department.
- 9.2 **"ASSIGNABLE AREA"**; the specified need of the Client Department which shall exclude parking, ablution, facilities, passages, hallways, stairwells, lifts, etc.

- 9.3 **“LETTABLE AREA”**; the total/gross area in m<sup>2</sup> that is offered by the Bidder which when remodelled shall include the assignable area and any other space within the parameters of the premises to be let under the contract.
- 9.4 The Head: Public Works will be the sole adjudicator of the suitability of the accommodation offered by a Bidder in relation to the purpose for which it is required. Any decision of the Head: Public Works will be final and no reasons for any decision will be furnished.
- 10. PRO FORMA LEASE AGREEMENT**
- 10.1 The **pro forma** lease agreement forming part of these documents is of a standard nature as approved by the Public Works - KZN Legal Services and will be used for the hiring of the accommodation offered. If the contract is awarded this very same document will be utilised for the contract. It is therefore vital that special care is taken when filling in the document and signing it.
- 10.2 Where options are available, the bidder may choose by deleting the option not applicable. A single black line is to be used to delete the clause and to be initialled by the person authorised to sign the tender and be initialled by two witnesses
- 11. PRICING**
- 11.1 Bidders are requested to bid inclusive of all reconfiguration for B grade buildings with quality finishes and landscaping in line with the Department’s standard specification of minimum requirements.
- 11.2 The Department reserves the right not to award to bidders who may have 3 or more leases with the Department.
- 12. RELATIONSHIP WITH THE CLIENT DEPARTMENT**
- 12.1. Bidders are informed that under no circumstances must any negotiations be entered into with, or enquires be directed to, any official in the Client Department. **Any enquiries during the period must be directed to the person named in the bid advertisement.** The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a Lessor or owner of a building.
- 12.2 During the currency of any lease concluded, the successful bidder may direct all enquiries, negotiations, etc., to a duly authorised official in the Department of Public Works.
- 13. STAMP DUTY**
- 13.1 The State is exempted from stamp duty in terms of Section 4 (1) (a) of the Stamp Duties Act, 1968 (Act No. 77 of 1968).
- 14. DRAWINGS TO BE SUPPLIED BY BIDDER**
- 14.1. Bidders are to note that it is a **requirement** of bid that clearly legible drawings, to scale, must be provided showing: -
- (a) The plan(s) of the premises offered as existing at the date of bid; and
  - (b) The plan(s) of the premises with a suggested layout of the accommodation required/offered indicated thereon, in accordance with the norm document.

- (c) Lettable areas have to be determined in accordance with SAPOA method of measuring floor areas in office buildings. Draft layout plan based on client's needs and specification of minimum requirements must be prepared and attached in this bid.

**15. PROPERTY OWNER'S AGENT, MANDATE, ETC**

- 15.1 Where an agent intends to submit a bid on behalf of the legal owner of a property, such agent must attach the **original** mandate signed by the legal owner of such property to the agent. The agent must ensure that all information required to be provided in terms of the bid documents relates to the legal owner of the property and not the agent. **The banking details for the payment of rentals must be included in the mandate with a copy of a cancelled cheque attached as proof. It is further required that original specimen signatures must be attached to the mandate for both the legal owner/entity of the property in line with the CIPC document as well as the agent.**

If the property offered is a pending purchase and sale or intended purchase and sale, confirmation of this **must** be furnished. The bid will not be considered if the purchase and sale of the property is still required to be subjected to a financial agreement, re-zoning and/or incorrectly titled.

The bidder must attach written confirmation from the relevant municipality that the land tendered is appropriately zoned and suitable for building.

- 15.2 Landlords must indicate their shareholding and should attach shareholding certificate copies as well as copies of the title deed of the premises/land (delete that which is not applicable) which is being offered in this bid at the time of the closing of the bid.

**16. BEE TRANSFORMATION AND % SHARE OF THE LEASE VALUE"**

- 16.1 Where a party intends submitting a bid on its own behalf for its own benefit utilizing the property owned by another party/entity/individual, that party is required to submit an original mandate from the owner of the property authorising the use of the property by the bidder, as well as a shareholding /partnership agreement, setting out the relationship between both parties and how the benefits of the lease, if awarded, will be shared between the parties.
- 16.2 This shareholding/partnership agreement will be used to verify whether or not the benefits of the BEE points claimed/allocated genuinely flow to the bidder. The department reserves the right not to award preference points where it appears from the shareholding agreement that the majority of the benefits of the lease value will not flow to the bidder.



**17. CERTIFICATE OF COMPLIANCE**

- 17.1 The successful Bidder must attach a certified copy of the actual signed Certificate of Compliance as per SABS 1042/1 "Code of Practice for wiring of the Premises" to the Certificate of Compliance with the Occupation Health and Safety Act form included in this document before the building can be occupied. This is not applicable if a new building is to be constructed. The requisite checklist requirement becomes applicable prior to occupation.
- 17.2 The successful Bidder is required to provide a certified copy of a letter from the local Fire Chief confirming that the building meets the Local Fire Regulations. (Not applicable if building is to be constructed).
- 17.3 The Bidder is required to submit, at time of bid closing, a detailed Emergency Evacuation Plan clearly depicting the Assembly Points, which will be for the cost of the Bidder.
- 17.4 The Bidder **MUST** submit an occupation Certificate from the Local Municipality for the premises, **AS IS**, at time of bid closing.

\_\_\_\_\_  
NAME OF BIDDER

\_\_\_\_\_  
SIGNATURE OF BIDDER

\_\_\_\_\_  
DATE

## **SECTION C**

### **REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE**

- 1 In terms of the Public Finance Management Act (PFMA), 1999 (Act No 1 of 1999) Section 38 (1) (a) (iii) and 51 (1) (iii) and Section 76 (4) of PFMA National Treasury developed a single platform, The Central Supplier Database (CSD) for the registration of prospective suppliers including the verification functionality of key supplier information.**
- 2 Prospective suppliers will be able to self-register on the CSD website:**  
[www.csd.gov.za](http://www.csd.gov.za)
- 3 Once the supplier information has been verified with external data sources by National Treasury a unique supplier number and security code will be allocated and communicated to the supplier. Suppliers will be required to keep their data updated regularly and should confirm at least once a year that their data is still current and updated.**
- 4 Suppliers can provide their CSD supplier number and unique security code to organs of state to view their verified CSD information.**

**SECTION D**

**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS  
CORRECT AND UP TO DATE  
(To be completed by bidder)**

**THIS IS TO CERTIFY THAT I (name of bidder/ authorized  
representative).....**

**....., WHO REPRESENTS (state name of bidder).....**

**.....  
AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT  
OF THE BIDDERS DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID  
INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.**

**AND AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR  
DISQUALIFICATION FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF  
THE CONTRACT.**

**.....**

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE**

## SECTION E

### TAX COMPLIANCE STATUS (TCS)

- 1 The State / Province may not award a contract resulting from the invitation of quotations to a Bidder who is not properly registered and up to date with tax payments or, has not made satisfactory arrangements with S A Revenue Services concerning due tax payments.
- 2 The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates. From 18 April 2016 SARS introduced an enhanced Tax Compliance system. The new system allows taxpayers to obtain a Tax Compliance Status (TCS) PIN, which can be utilized by authorized third parties to verify taxpayers' compliance status on line via SARS e-filing.
- 3 Bidders are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also available to foreign bidders / individuals who wish to submit bids.
- 4 SARS will then furnish the bidder with a Tax Compliance Status (TCS) **PIN** that will be valid for a period of 1 (one) year from the date of approval.
- 5 In bids where Consortia / Joint Venture / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) **PIN**.
- 6 Application for Tax Compliance Status (TCS) **PIN** can be done via e-filing at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
- 7 Tax Clearance Certificates may be printed via e-filing. In order to use this provision, taxpayers will need to register with SARS as e Filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 8 Tax Compliance Status is not required for services below R30 000 ITO  
Practice Note Number: SCM 13 of 2007.
- 9 Kindly either provide an original tax clearance certificate, your tax number or pin number.

PIN NUMBER

--

TAX NUMBER

--

## SECTION F

## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
- 2.1 Full Name of bidder or his or her representative:  
.....
- 2.2 Identity  
Number:.....  
.....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member):  
.....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
- 2.5 Tax Reference Number:  
.....
- 2.6 VAT Registration Number:  
.....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>22</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**
- 2.7.1 If so, furnish the following particulars:
- Name of person / director / trustee / shareholder/ member:  
 .....  
 Name of state institution at which you or the person connected to the bidder is employed :  
 .....  
 Position occupied in the state institution:  
 .....  
 Any other particulars:  
 .....  
 .....  
 .....
- 2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**
- 2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**
- (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.
- 2.7.2.2 If no, furnish reasons for non-submission of such proof:  
 .....  
 .....  
 .....
- 2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**
- 2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....
- 2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**
- 2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....
- 2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**
- 2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Peral Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS

DECLARATION PROVE TO BE FALSE.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

## SECTION G

### CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Department of Public Works (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to the provisions of the KwaZulu-Natal Land Administration and Immovable Asset Management Act, 2014 (Act 2 of 2014), the Preferential Procurement Policy Framework Act, Supply Chain Management Framework and the provisions of the Treasury Regulations in as far as they are applicable to immovable property.
  - (c) if I withdraw my bid within the period for which I have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (insert full physical address):  
  
.....  
  
.....
3. I/we furthermore confirm that I have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference quoted cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.



5. I/we agree that any action arising from this contract may in all respects be instituted against me and I hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**7. CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT**

I, THE UNDERSIGNED, WHO WARRANT THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, CERTIFY THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGE THAT:

- (1) The Bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the Province, if requested to do so.
- (2) If the information supplied is found to be incorrect and/or false then the Province in addition to any remedies it may have, may:-
  - (a) Recover from the Bidder all costs, losses or damages incurred or sustained by the Province as a result of the award of the contract, and/or
  - (b) Cancel the contract and claim any damages that the Province may suffer by having to make less favourable arrangements after such cancellation.

**SIGNED ON THIS ..... DAY OF ..... 20..... AT .....**

.....  
**SIGNATURE OF BIDDER OR DULY  
 AUTHORISED REPRESENTATIVE**

.....  
**NAME IN BLOCK LETTERS**

**ON BEHALF OF (BIDDER'S NAME) .....**

**CAPACITY OF SIGNATORY .....**

**NAME OF CONTACT PERSON (IN BLOCK LETTERS, PLEASE) .....**

.....

**POSTAL ADDRESS: .....**

**TELEPHONE NUMBER: .....**

**FAX NUMBER: .....**

**CELLULAR PHONE NUMBER: .....**

**E-MAIL ADDRESS: .....**

## SECTION H

### SPECIFICATION OF MINIMUM REQUIREMENTS FOR WORK TO BE CARRIED OUT ON HIRED PROPERTIES.

All material and workmanship must comply with the minimum quality standard specifications as specified in the applicable South African National Standard (SANS)

#### A) ARCHITECTURAL

1. The Lessor is to reconfigure the premises to the client's requirements
2. All buildings are to be disable friendly including ramps for access to the buildings, toilets, parking etc, as per the SANS 10400 building code of practice.
3. The whole building to be repainted in an acceptable paint of a pastel shade. Paint to be of a durable washable SANS, as "Plascon", approved type. Accent colors to be used strategically to create vibrancy and a cheerful, professional atmosphere
4. All Structural steel including windows, burglar bars, door frames, etc to be painted which is to be applied as per the manufactures instructions.
- 5 All wood skirting and wood paneling are to be varnished/painted
- 6 All new doors to sapele semi-solid varnished type.
- 7 Existing doors are to be of semi-solid type or better.
- 8 All damaged doors must be replaced and should not be patched.
9. Partitioning for the construction of offices, storerooms etc, is to be of the "Rhino-Drywall" type complete with aluminum studs and Rhino-Wall board on both sides and to be installed as per manufacturers specifications. (Partitioning dismantled in the existing building may not be re-utilized.)
10. No glass panels are allowed in any office partitioning unless specified.
- 11 Ceilings are to be of a Gypsum "Rhinodek" type or other approved ceiling tiles on T38 exposed Tee suspension grid of pre-painted aluminum components. Ceiling boards that are dirty are to be cleaned. Ceiling boards that cannot be cleaned are to be replaced with new. Old ceiling boards are not to be reutilized. Patching will not be accepted.
- 12 Existing partitioning which is damaged may not be reused and is to be replaced with new through out the damaged section.
13. **CONSTRUCTION AND APPEARANCE OF THE BUILDING:**  
The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works – KZN. The Department reserves the right to propose design refinements to the exterior of the building, which shall not be limited to sun control, light, aesthetics and quality of space impacting interior parts of the building including courtyard spaces (in the case of a new building especially). The building must comply with the national Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.
14. **WINDOW COVERINGS -**  
All windows and view panels to be fitted with 127mm vertical blinds. Approval of blinds specification to be obtained from Department of Public Works – KZN, prior to installation

15. **KITCHENS**

- 15.1. Tea kitchens (1 per floor to be located at a point that services the floor layout) to have tiles and hydroboils with basic cupboards and sink. Sinks to allow for splashbacks (600mm minimum).

16. **PARKING**

- 16.1 Parking areas are to be properly macadamised. General vehicular Parking Bays must be minimum 2.5m x5m.
- 16.2 All parking to be provided within a secured and gated area that complies with the needs of the client department.
- 16.3 Undercover Parking provided covered with chromadek sheeting.
- 16.4 Parking for disabled persons to be provided in compliance with the SANS 10400 codes (provision must be made at the closest entrance to the building and parking must be undercover).
- 16.5 Loading bays must be of acceptable size that meets standards.
- 16.6 State vehicle parking should have CCTV cameras to monitor any activities in that area.
- 16.7 The parking bay(s) allocated to the HOD should be as close to the lifts as possible.
- 16.8 All departmental parking to have separate entrance if shared and must be numbered and be fenced.

16.9 **WASHING BAY**

- The structure must be a normal brick or steel, have wide fascias and IBR roof sheeting.
- Brick pump room alongside the unit to house pump station
- Wall mounted dual high pressure machines
- Overhead swing booms and gun holders with double format for use with wash and form guns.
- Drainage for water

17. **MATERIALS AND FINISHES**

All walls and ceilings, whether painted or otherwise finished shall be of a neutral colour. Walls of tea kitchens, stair wells, entrance halls and toilets shall be of a washable and hardwearing finish.

In the event of toilets and kitchens being constructed using drywall, walls are to be tiled up to a minimum of 1300mm from floor and HWB's and sinks to have 600mm tiled splashbacks.

Boardrooms and meeting spaces to have consideration of finishes that would ensure that there is good acoustic quality.

18. **FLOOR COVERING**

Floor covering shall be of an acceptable standard and quality which last approximately 10 years.

Toilets, kitchens and wash areas to have non-slip floor tiles.

19. Window blinds must be of an acceptable standard and quality which last approximately 10 years.
20. All carpets in offices to be Berber point sheeting type.
21. All passages, registries and archives are to have vinyl tile flooring/carpeting tile. High traffic areas (circulation; registries, etc) to have appropriate finishes which is robust and easy to clean.
22. **PASSAGE WIDTH**  
As a general standard an average passage width of a minimum of 1,5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified by the representative of the Department of Public Works managing the internal planning or will be specified separately in the accommodation particulars.
23. **FLOOR TO CEILING HEIGHTS**  
A clear floor to ceiling height of preferably 2,7m must be maintained throughout the building. Where this is unavoidable or not achievable, the height must satisfy National Building Regulations. Where a certain function necessitates the ceiling to be higher, this will be specified as part of the accommodation requirements. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.
24. **DOORS, LOCKS AND KEYS**  
All offices shall be provided with a door of at least 800mm in width and each fitted with a cylindrical lock type, dead bolt with latching device with one registered master key per floor.  
All doors, passages to be numbered in Perspex type in a size 50mm high, 5mm thick and appropriate length
25. **TOILET FACILITIES**  
The following norms shall be applied:  
**Males – staff and public:**  
1 WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every person to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.  
**Females – staff and public:**  
On WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.  
**Physically challenged persons:**  
Toilet facilities for physically challenged persons have to be provided according to norms and standards.  
Architect must give consideration in proposal for appropriate capacity ablution facilities where a floor has a high concentration/ persons in contrast to the overall provisions.  
Toilets are to be totally refurbished with new pans, wash hand basins, mirrors, floor and wall tiles . All toilet seats are to be of “Armitage Shanks Magnia ASA5101” type seats prior to occupation.

## **RECEPTION AREAS**

26. Provide reception counter at reception areas to match user requirement (to allow for minimum one person) with at least one lockable cupboard, with control for access and positioned in a manner which gives clear view of entrance.

## **B) MECHANICAL:**

### **AIR-CONDITIONING:**

- 1 All offices to be provided with individual units with control panels fitted on the walls.
2. Air-conditioning of the plant and ducting type, to be contracted out to a reputable air-conditioning contractor. All plant and ducting is to be inspected by a reputable Air-conditioning contractor specialised in this field. The efficiency of the system is to be checked by a reputable mechanical engineer and a certificate of condition is to be provided. The costs of the engineer and all remedial costs to bring the system to an acceptable level are to be borne by the Lessor. Plant and ducting type air-conditioners (eg chilled water) are to be serviced by a reputable contractor on quarterly basis.
- 2 Stand alone units that are older than 5 years are to be replaced with new. All air-conditioners are to be serviced by a reputable contractor on a quarterly basis. (Units that reach the 5 year period in the lease period are to be replaced by the Lessor)
- 3 All new air-conditioner units are to be hard wire. (Remote controlled air-conditioners will not be accepted).
- 4 Areas demarcated as file server and PABX areas are to be provided with separate stand alone air-conditioner units to operate continuously.
- 5 Each air-conditioner unit to be provided with a separate circuit terminated in a cord grip type isolator. (Not 15A socket outlet.)
- 6 All air-conditioner and heating units' maintenance to be the responsibility of the Lessor and a full signed maintenance contract with a reputable service provider must be submitted as a returnable document by (Region to insert date here as per the date under "Returnable document").
7. **AIRCONDITIONING MAINTENANCE CONTRACT FOR LEASE DURATION**
  - Air-conditioning must be provided in all central areas
  - Individual air-conditioning units to be installed individual offices with control panels fitted on the walls
  - Air-conditioning maintenance remains the responsibility of the landlord
  - A maintenance contract for the full lease period from a reputable company must be submitted to the office prior to first payment.

**NOTE** Maintenance schedule to be provided for checking and approval by the Department of Public Works prior to occupation.

## **LIFTS**

- 1 All lifts are to be serviced in terms of the Occupational Health and Safety Act 85 of 1993 by a recognized service provider prior to occupation of the building.
- 2 The lifts are to be inspected by a registered lift inspector and condition report submitted prior to occupation. The costs of the lift inspector and all remedial costs to bring the system to an acceptable level are to be borne by the Lessor.
- 3 A comprehensive maintenance service agreement is to be in place for the duration of the lease of the building with a reputable lift company. Proof of the above contract must be provided to the Department of Public Works prior to occupation.
4. The lifts must be disabled- friendly

## **C) ELECTRICAL**

### **1.0 Main Municipal/Eskom Supply**

Power supply to be adequate and all costs for upgrading to be borne by the Lessor.

### **2.0 COMPLIANCE**

- 2.1 Distribution Board's to conform to the SANS 10142 regulations.
- 2.2 An electrical compliance certificate covering the complete leased building is to be provided by an accredited person prior to occupation.
- 2.3 All electrical work to be done according to the SANS 10142 specification.
- 2.4 Maximum of three sockets outlets per circuit and ten lights per circuit.

### **3.0 POWER POINTS**

- 3.1 Offices and other rooms where electrical equipment and appliances can be used shall be provided with 16A socket outlets. One dedicated/clear computer power point and one normal power point shall be provided per 8m<sup>2</sup> or part thereof of office accommodation. Any additional socket outlets will be specified in the accommodation requirements.
- 3.2 Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25mA, except for dedicated/clear lines for computer points.
- 3.3 Each user/desk is to be provided with one dedicated and two normal 15A sockets out let points.
- 3.4 Five dedicated and three normal socket outlets to be provided in both the PABX and File server rooms.
- 3.5 Two tier, three compartment trunking to be provided throughout the office block with adequate trunking linking both the PABX and file server rooms. Second hand trunking will not be accepted.

### **4.0 LIGHTING**

- 4.1 Each office shall be provided with its own light switch in a suitable position near the door. Movement sensor and over-ride switch to be allowed for.
- 4.2 Luminaries to all offices and passages to be separately switched and to be located in each office.
- 4.3 Lighting is to be provided in all offices, storage areas, passage ways and fire escapes and is to conform to the relevant Lux levels as per the SANS 0400 regulations. (Open channel type luminaries are not acceptable for office accommodation.)
- 4.4 Adequate lighting to be provided in all toilets and kitchens.

- 4.5 Adequate lighting to be provided around the exterior of building and to all parking areas, pathways, staircases etc.
- 4.6 Lighting shall conform to the following standards at working plane:
- |                  |         |
|------------------|---------|
| Reception areas  | 100 lux |
| General offices  | 300 lux |
| Drawing offices  | 500 lux |
| Passages         | 50 lux  |
| Auditoriums      | 100 lux |
| Conference rooms | 100 lux |
| Classrooms       | 200 lux |
| Libraries        | 300 lux |
| Store rooms      | 200 lux |
| Parking          | 50 lux  |
- 4.7 Strong rooms to be provided with suitable lighting which is to be switched both internally and externally complete with an external audible bell and exterior indicator light which is to be operated from the interior.

## **5.0 MAINTENANCE**

- 5.0 The Lessor shall be responsible for all maintenance of electrical installations which form an integral part of the building and shall include *inter alia*:
- Lighting installations, including ballasts of fluorescent fittings
  - Extractor fans
  - Lifts
  - Security access points
  - Electrical gates
  - Alarm systems, and
  - any other electrical appliance or installation forming an integral part of the building and grounds, which shall include maintaining all Fire Fighting Equipment and Portable Fire Extinguishers.

## **6. BACKUP GENERATOR**

Backup generator to power up server room, passages, registry and security control room

## **7. CLEANING**

On every floor of a multi storey building or for every 1350m<sup>2</sup> gross floor area a cleaner's room of not less than 6m<sup>2</sup> shall be provided as a storeroom for cleaning equipment and material. It must be provided with a drip sink, 40 long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the hazardous Chemicals Act regarding storage of chemicals. If the building offered is a new building, the cost of cleaning of the offices and floor space occupied will be borne by the client (Department of Public Works).

8. Department of Public Works – KZN considers it a condition of contract that in consultation with the Lessor and with reasonable frequency during the process of refurbishment/re-configuration, its inspectors shall be given access to the building. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation

from the minimum requirements may only be allowed on the written permission of the Department of Public Works – KZN Chief Professional.

- 9 A letter of appointment of a Building Manager who will attend to all problems of maintenance for the duration of the lease must be submitted with this bid at the time of the bid closing.

**D) IT AND TELECOMMUNICATIONS:**

**1. TELEPHONES**

Each office, conference room, security control and reception areas shall be fitted with a telephone jack in accordance with the requirements of Telkom.

**2. COMPUTER FACILITIES**

The Lessor must provide the required ducting.

**3. TRUNKING (ELECTRICAL AS WELL)**

The trunking servicing the building must conform to latest technological standards.

**SERVER ROOM SPECS** - Unless the context clearly indicates otherwise, the following words, terms and phrases shall have the meanings assigned to them hereunder throughout this document:

Term	Meaning
<b>3G</b>	3rd Generation data connection, i.e. high speed data connection on a mobile phone.
<b>AP</b>	Wireless network Access Point.
<b>API</b>	Application programming interface.
<b>APN</b>	Access Point Name – a facility enabling wireless connectivity to a network (see <i>Network</i> below).
<b>Bluetooth</b>	Personal wireless network protocol for connecting wirelessly up to 10m distances.
<b>CCTV</b>	Closed-circuit television.



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<a href="#">14. Access Control</a> .....	
<a href="#">15. Monitoring</a> .....	
<a href="#">16. Fire Suppression, Detection and Monitoring</a> .....	

### 1. Server Room overall specification

- I. There should be no windows in the server room.
- II. All walls should be bricked and the ceiling should consist of a concrete slab.
- III. The data cabinet in the computer room must one meter away from the back wall.
- IV. Extend from the finished floor to the structural ceiling
- V. Be covered with at least two of fire-retardant white paint
- VI. Be fire-rated as required by the applicable codes and regulations
- VII. “No Eating or Drinking” signage to be displayed in server room.

Suggested Server Room size based on number of Racks:

- 1 Network Rack and 1 Server Rack                      10sq m
- 2 Network Racks and 1 Server Rack                      15sq m
- 3 Network Racks and 1 Server Rack                      20sq m

## 2. Raised floor

The full access floor system is suitable for application in offices, lobbies as well as technical areas (i.e. Computer rooms and telecom exchanges). The system consists of removable modular panels (nominal size 600 x 600mm) supported on a grid of adjustable supports with stringers thus providing a load bearing platform and creating a cavity underneath to be used as a technical fully accessible space where electrical cables, pipes and any other useful service can be housed. The support system shall consist of a base plate bonded directly to the concrete floor, with a vertical stud and an adjustable head. The pedestals are positively located at the head by means of a locking nut. A conductive head gasket provides a suitable locating seat for the panel corners and acts as soundproofing and an airtight seal. Stringers are provided with a clip-on self-extinguishing plastic gasket that serves as an airtight seal between the stringer and panel surface. Floor panels are fully interchangeable and easily cut to be adapted to the shape of perimeter walls and boundary elements. The raised floor system provides a cavity in which various building services may be located (i.e. Plumbing, lighting, communications and network facilities). The cavity can also be used as a floor wide plenum to distribute conditioned air easily and inexpensively.

### Panel finishing

The floor panels are finished on the bottom side with aluminium foil 0.05mm thick. The aluminium foil serves as a reflective surface in the event of a fire and protects the panel from possible water infiltration and constitutes an equipotential surface that guarantees the electrical link between the panel surface and the substructure. The panel's top surface is finished with a high-pressure laminate made from various sheets of Kraft paper and a layer of decorative paper, which are impregnated with heat-set resins and cured under high pressure and high temperature.

Laminate thickness	1.2mm
Weight	1.7kg/sq. M
Abrasion resistance	>4 000 revolutions (EN 438-2.6)
Fire resistance	Class 1
Electrical resistance	10 000 000 000 ohms
Noise attenuation	45 dBa

### Materials

**Panels** - 38mm core to be made of high density wooden chipboard (min. Density 20 Kg/cubic m) strengthened with low formaldehyde emission resin - class E1 according to EN 120 standard - complete with self-extinguishing hard plastic edging complete with 0.05mm thick aluminium foil on the bottom side.

**Supports** - Made totally of galvanised steel.

**Gaskets** - Made of conductive, self-extinguishing plastic.

**Stringers** - Galvanised steel, medium duty

### Fire resistance

The raised floor system when tested according to ISO 834 standard must be rated at 60 minutes, during which period the following criteria shall be adhered to:

**Stability:** The floor shall maintain its mechanical properties and will not deform so as compromise its structural integrity.

**Flame tightness:** The floor shall prevent the leakage of smoke and flames.

**Thermal insulation:** The floor shall provide efficient insulation against the transmission of heat. The floor surface not exposed to fire (i.e. The walking surface) shall not exceed 140 deg. C, in order to allow the safe escape of people in the event of a fire.

#### **Electrical characteristics**

The access floor system must have anti-static properties. Therefore the transversal electrical resistance of the raised floor system is measured from the top surface of the finishing material to the support structure and shall not be higher than  $2 \times 10^{10}$  ohm and not lower than  $1 \times 10^8$  ohm, when measured according to DIN 51953.

#### **Loading capacities**

Loading capacity of the raised floor system composed of the floor panels on the supports with stringers must be the following:

Uniformly distributed load with deflection = 2mm	1 770 kg
Concentrated load with deflection = 2mm(In centre of panel over a 25 x 25mm square)	310 kg
Max. Concentrated load with deflection = 2mm	680 kg
Axial vertical load	2 700 kg

**NB: Do not proceed with installation until sub-floor surfaces are clean, dry, clear off other trades and ready to receive access flooring.**

### ***3. Fire Door and Frame***

- I. Fire rated door 2-hour.
- II. Complete with frame, handle, inside and out. Door/Frame must also be raised to match height of floor to be supplied and installed.
- III. “No Unauthorised Entry” signage to be displayed on Fire Door.

#### **4. Galvanised Security Specification Gate**

- I. Frame must also be raised to match height of floor to be supplied and installed.
- II. Galvanized gate is required for additional security.
- III. Access into the server room will be gained via the biometric access device.
- IV. Quick release button needs to be installed inside the server room along the door frame, to allow exit from the server room.
- V. Striker lock on door.

#### **5. trunking**

- I. PVC, light –grey in colour metal trunking to be installed with joint and corner covers.
- II. Metal trunking must be used to reduce the carbon footprint of the server room.
- III. 3-tier trunking must be installed under the raised flooring.

#### **6. electrical**

- I. Install circuit board and breakers.  
  
10 dedicated power plug points need to be installed.  
  
Points to be installed under the floor trays from risers to centre of room.
- II. Power Distribution Boxes X3  
  
- Three phases needs to be installed, namely:
  - a. One phase for UPS
  - b. One phase for Air-conditioners
  - c. One phase for Equipment
- III. Proper labelling for the circuit breakers should be done.
- IV. Responsibility for Connection – **SITA and appointed service provider** will be responsible for connecting the equipment to power.

#### **7. Lighting**

- I. Fluorescent tubes to be used.
- II. Rechargeable emergency light must be installed in server room.

- III. Installation of the number of tubes will depend on the size of the room.

## **8. Air conditioners**

2 x Carrier 22000 BTU's which will work on timers.

## **9. Ceiling**

Standard fireproof ceiling needs to be installed.

## **10. Data Points**

- I. 10 x Category 6 (cat 6) points need be installed.
- II. Labelling of the data points will be done by SITA approved service provider.
- III. Location will be in trunking below the raised flooring.

## **11. Racks**

- I. Dimensions = 600 x 1000 floor standing racks
- II. Location = Centre of the room, one meter away from the walls.
- III. Weight = 1022kg

## **12. Floor Layout**

IT Manager of the client department to provided layout in Visio format.

## **13. UPS**

- I. Specifications – 8KVA, 10KVA, 12 KVA – Meisner – battery packs for 2 hours. (depending on the load of the equipment installed)
- II. Heat Dissipation – 4000BTU
- III. Location – Inside the rack

## **14 Access Control**

- I. Supply and install a biometrics access control unit to operate the gate and the door on time delay with battery backup and software and licence for 10 users with striker lock on door and gate.
- II. The suggested model of the unit is Sabre F4 Vista Biometric Access Control Device.

## **15     *Monitoring***

The server room must have active monitoring for the following minimum parameters as follows:

- Entry and exit into the server room
- Temperature
- Humidity
- Flood

The suggested appliances to be used for monitoring the server room are NetBotz from APC.

## **16. *Fire Suppression, Detection and Monitoring***

Fire suppression, detection and monitoring is vitally important in the server room.

FM200 fire suppression unit is the suggested fire suppression system to be used in the Server Room.

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**Lessor's Signature**

---

**Date**

## **OTHER SPECIAL REQUIREMENTS**

The following special requirements/notes are also submitted in respect of this project;

- Building not to be shared with financial service provider, schools, salons, vendors and funeral parlour
- The accommodation offered must be on contiguous floors. The layout of various components must allow for effective functioning.
- The building is to be fully disability compliant from the parking to and throughout the building. Parking provided needs to be undercover. Lifts, if available must also allow for use by disabled persons; toilet facilities to also be reserved for use by disabled persons.
- Building to display characteristics of a high-end B grade office building (a reasonable standard of finishes maintained to good standards and/or refurbished from time to time; air-conditioning or good ventilation; adequate parking available. Rentals are usually in the middle of the range for the area in which the building is located). Bidder to submit letter confirming compliance with B grade Office building as categorized by SAPOA.
- Bidder to provide expertise of contractor/sub -contractors who will undertake refurbishment plan and to ensure that they are registered with the NHBRC and/or other affiliations/registration bodies, as required. Certified copies of the Certificate with these bodies MUST BE provided at time of bid closure (The Department reserves the right to confirm such registration and relevant experience).
- The Bidder to submit detailed curriculum vitae indicating experience of projects of a similar nature (government projects) and to provide clear references. (The Department reserves the right to verify such information as submitted by the bidder). Any false information submitted will render the bid invalid.
- Total assignable space of 4393m<sup>2</sup> plus 25% non-assignable space.
- Provision of minimum 100 Undercover, 10 open and 3 disabled parking bays to be on site or to be provided within 100m proximity from the offered premises. (see functionality criteria)
- **Building Efficiencies: The Landlord is to ensure and submit a proposal for the following;**
  - ✓ **Water saving eg, jojo tanks to harvest and use of grey water**
  - ✓ **Energy saving eg, globes and motion sensors; use of solar panels to reduce costs; use of more natural lighting; skylights; etc**
- **GUARD HOUSE**  
**Where the guard house is separate from the building, it must be a wooden cabin with adequate windows, air conditioning and toilet facility.**

**THIS SECTION RELATES TO THE CLIENTS ADDITIONAL AND SPECIAL REQUIREMENTS ADDITIONAL TO THE SPEC OF MINIMUM REQUIREMENTS. (VERIFY WITH CLIENT BEFORE ADVERT)**

## **2. ACCESS CONTROL SYSTEM**

### **BIOMETRIC/CARD READER SYSTEM & LOCKS FOR MAIN ENTRANCE & OFFICES**

- To prevent unauthorized access to the offices as well as loss of state assets. Main entrance to all floors throughout the building/ office must be equipped with dual biometric/ card readers to monitor, deter, control/limit access to the Department.
- Visitor management system with a drop box must be installed (this to be linked to the point 1 above).
- Paraplegic gate must be installed at the main entrance.
- Waist height turnstile at the main entrance
- Walk through metal detector at the main entrance with xray machine
- CCTV cameras to be installed at all main doors facing the entrance & exit point linked to the control room on all floors including main entrance and parking areas
- All main entrance doors on each floor should have door closures locking mechanism to be linked to the biometric/card reader system
- Office doors must be equipped with five (5) lever lock (cylinder lock type).
- Office of the HOD as well as offices of General Managers must be equipped with seven (7) lever lock (cylinder lock type).
- There must be a search room with firearm safes 10 units pigeon hole safe and bullet trap.

## **3. SECURITY CONTROL ROOM**

- The security control room should not have dry walls as its perimeter (ceiling included). There should not be any windows and have a burglar gate in the control room.
- Access to the control room should be controlled by biometric access and CCTV coverage for entry and egress thereto. CCTV camera must also be installed inside the control room.
- The security control room should be equipped with sufficient lighting.
- All security equipment must be procured from 100% South African owned company and be PSIRA and SAIDSA registered and be access control specialist. The company shall be vetted by SSA prior to conclusion of lease agreement through the department Human Settlements Security Directorate.
- Security control room must be equipped with ablution facility and wash basin.
- A minimum of two exchange telephone lines for voice communication is required. These telephone lines shall be routed separately from the building, underground or concealed. One telephone line shall be barred from incoming calls.
- An electricity backup system to be installed either from external mains or from a battery standby. In the event of a disruption of the external electricity supply, the stand-by power supply shall automatically be brought into use without interruption.
- The stand-by supply shall include batteries located within the security control room, capable of sustaining the monitoring equipment for a period of not less than 24 hours or not less than 50 minutes if a standby generator is installed.



- The standby generator shall have an independent means of starting without leaving the control room vulnerable.
- Any recharging facility of the standby power supply shall be sufficient to provide the maximum load requirements and to simultaneously recharge the battery from that discharged state to the required capacity within 24 hours.
- In the event of an interruption in the main power supply, all equipment essential to the operation of the security control room shall continue to operate without loss of security or degradation of performance.
- The control room must be equipped with a separate air conditioning unit.
- Must have a fire extinguisher inside.

#### **4. REGISTRY/RECORDS ROOM**

Registry should centrally located for easy access.

Registry should be access controlled with biometric/ card reader.

Registry should have concrete wall including ceiling.

Windows and main door should be equipped with burglar bars gate to be linked to biometric/ card reader.

Records room should be equipped with pyroshield bottle type gas system and CO2 firefighting equipment that will not damage records.

It must have a service counter with burglar bars if access thereto is outside the main gate.

The floor should not be carpeted.

A strong room, safes or walk-in safe inside the records room is required to store sensitive information.

Must be fitted with a fire suppression system.

#### **5. CASH HALL**

- At the cash hall in finance section an anti-bandit door must be installed as well as the bullet proof glass above and around the deep tray. Cash hall should be a concrete structure not dry wall.
- Windows at the cash hall as well as atrium windows must not be transparent but rather be tinted or equipped with a security film.
- CCTV cameras to be installed at main door facing the entrance & exit point linked to the control room

#### **6. OCCUPATIONAL HEALTH AND SAFETY**

- Alarm system on all main doors which is armed and disarmed per floor from the control room
- Passive System on Evacuation doors
- Dedicated Assembly Point
- Evacuation plans on all floors
- Fire Panel linked to emergency services
- Fire hose rails

- Fire suppression system
- Smoke detectors
- Fire extinguishers with a service plan
- PA system audible throughout the building controlled from the main entrance

## **7. IT REQUIREMENTS**

- Server room 20m<sup>2</sup>
- Air-Conditioning system
- Install (2) new 2X12000BTU units, long runs included
- Remote Control facility and rotation components to be included
- Electrical component to be included
- Wall mount thermos hygrometer recorder included
- 3 stainless steel drip trays and drain
- Fire proof door – 2-hour burn through fire rated
- Raised Flooring – Heavy duty
- FIRE-ISO834 ELECT-DIN51953
- Finish height of 150mm and covered with high pressure lamina
- Step edging
- No tile lifter required
- Security Gate
- Minimum (6) power outlets (red plugs)
- Way Distribution board
- Ceiling cable trays

## **8. TIMEFRAME FOR COMPLETION OF RECONFIGURATION**

- 1 Reference is made to 4.3.2 of General conditions of contract.
- 2 The completed refurbished building must be made available for occupation by no later than 4 months after the sign off on the layout plans.
3. The layout plans must be finalized and signed off within the first 4 weeks of the date of award. This Department reserves the right to negotiate the periods mentioned in paragraphs 2 and 3, at the request of its client department.
4. The penalty for failure to comply with the lease commencement date will be calculated at 1% per day of the monthly rental and will be off set from the first rental payable.

## **9. LEASE EXPIRY:**

- 9.1 Should the lease expire and the User Department remains in occupation for a period thereafter, the Lessee undertakes to pay rentals based on the rates received for year one of this lease agreement. This clause does not intend to create expectation for automatic lease extensions/renewals but to address the period of occupation after expiry.

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**Bidder's Signature**

---

**Date**

## SECTION I

(This section must take into account the requirements under functionality criteria as well)

### 1. SCHEDULE OF RETURNABLE DOCUMENTS

- 1.1 The bidder undertakes to adhere to the schedule of returnable documents as set out below.
- 1.2 Failure to comply fully with the schedule will impact on the evaluation of this bid.

Number	Description	To be returned with the bid document	To be submitted to Department of Public Works 2 weeks prior to occupation being taken
1.	Certificate of technical compliance of the building prior to re-configuration in respect of -electrical - Structural and - <i>occupation certificate of building as it</i> - plumbing	Yes	
2.	Letter of appointment of building manager	Yes	
3.	Job Creation proposal	Yes	
4.	Architects Layout drawing and design Plan	Yes	
5.	Occupation Certificate Issued by the Municipality (This certificate will form an attachment to the signed lease) of building after reconfiguration		Yes
6.	The following compliance certificates to be provided to the Department of Public Works on 1 month before occupation are to be taken. a) Occupation Health and Safety Certificate b) Air-conditioning Certificate c) Plumbing Certificate d) Fire-fighting certificate that building complies with fire escape and exit plan e) Entomologists certificate f) Electrical Compliance Certificate		Yes
7.	SBD Forms: 4; 8; 9	Yes	

I/we, the undersigned hereby take note of the schedule of returnable documents and the due dates for submission. I/WE agree that I will FULLY meet the requirements of submitting such document within the stipulated timelines.

\_\_\_\_\_  
NAME OF BIDDER/COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF BIDDER

## SECTION J

## SPECIFIED NEED FOR ASSIGNABLE OFFICE SPACE

## Provincial Treasury: Hire of office accommodation

Description of office space (plus official designations) i.e. cellular office or open plan, boardroom, etc	No. of offices	Dept. request in m <sup>2</sup>	Total m <sup>2</sup>	Special note to bidder
<b>Cellular Offices/Open Plan Offices</b>				
<b>Internal Audit</b>				
1x Deputy Director General	1	1x32	32	
1x Personal Assistant	1	1x12	12	
<b>Strategic Exec Sup Service Division</b>				
1x DD: Strategic Exec Support	1	1x20	20	
3x Senior Admin Officer	3	3x12	36	
<b>Assurance Services</b>				
1x Chief Director: Assurance Services	1	1x28	28	
1x Secretary	1	1x12	12	
<b>Social Cluster: Assurance Services</b>				
1x Director Cluster Auditing	1	1x24	24	
6x Internal Audit Specialist	6	6x20	120	
1x Audit Supervisor	1	1x16	16	
10x Internal Auditor	10	10x12	120	
<b>Economic Cluster</b>				
1x Director Cluster Auditing	1	1x24	24	
12x Internal Audit Specialist	12	12x20	240	
9x Internal Auditor	9	9x12	108	
2x Audit Supervisor	2	2x16	32	
<b>Governance &amp; Administration</b>				
1x Director Cluster Auditing	1	1x24	24	
3x Internal Audit Specialist	3	3x 20	60	
<b>Performance Audit Component</b>				
1x Director Performance Auditing	1	1x24	24	
3x Internal Audit Specialist	3	3x 20	60	
<b>Information Technology Audit Services</b>				
1x Director IT Auditing	1	1x24	24	
1x Internal Audit Specialist	1	1x120	20	
<b>Risk Management Services</b>				
1x Chief Director Risk & Advisory Services	1	1x28	28	
1x Secretary	1	1x12	12	
<b>Support Section</b>				
3x Secretary	3	3x8	24	
<b>Strategy Development &amp; Management</b>				
1x Director Strategy Development Mgt	1	1x24	24	
1x Risk Management Specialist	1	1x20	20	
<b>Financial Management &amp; Reporting</b>				
1x Director Financial Mgt and Reporting	1	1x24	24	
1x First Aid room	1	1x8	8	
1x Risk Management Specialist	1	1x20	20	
<b>Project Mgt &amp; Information Technology</b>				
1x Director Project Management and IT	1	1x24	24	
2x Risk Management Specialist	2	2x20	40	
1x Cura Administrator	1	1xc16	16	
Forensic Invest: Economic & Social Cluster				

1x Chief Director Forensic	1	1x24	24	
1x Secretary	1	1x12	12	
1x Information Administrator	1	1x16	16	
1x Director Forensic	1	1x24	24	
6x Chief Corporate Investigator	6	6x20	120	
12x Senior Corporate Investigator	12	12x16	192	1
12x Corporate Investigator	12	12x12	144	
<b>Municipal &amp; Public Entity Risk &amp; Advisory</b>				
1x Director Municipal & Public Entity	1	1x24	24	
4x Risk Management Specialist	4	4x20	40	
<b>CONTRACT WORKERS, GAMING AND BETTING</b>				
<b>Human Resources Management</b>				
1x Temporary Employee	1	1x12	12	
<b>Information Technology</b>				
1x Contract Employee	1	1x12	12	
<b>Municipal Finance</b>				
1x Control Employee	1	1x12	12	
1x Temporary Employee	1	1x12	12	
<b>Economic Analysis</b>				
1x Economist Researcher	1	1x12	12	
1x Temporary Secretary	1	1x12	12	
<b>Infrastructure Component</b>				
3x Contract IDMS Tech Advisor	3	3x32	96	
3x Contract Senior Manager	3	3x24	72	
1x Contract Employee	1	1x12	12	
1x Technical Advisor (IDM)	1	1x24	24	
<b>Supply Chain Management</b>				
3x Contract Senior Manager	3	3x24	72	
6x Contract Employee/SCM Clerk	1	6x8	48	
2x Contract Deputy Manger	2	2x20	40	
3x Contract Employee	3	3x16	48	
6x Data Capture	1	6x8	48	
<b>Financial Reporting</b>				
2x Contract Senior Manager	2	2x24	48	
14x Temporary Employee	14	14x8	112	
<b>Office of the CFO</b>				
1x Temporary Employee	1	1x20	20	
6x Contract Admin Clerk	1	6x8	48	
1x Contract Chief Admin	1	1x8	8	
2x Contact Employee	2	2x8	16	
<b>Municipal and Public Entity Risk</b>				
7x Contract Employee	7	7x8	56	
<b>Assurance Services</b>				
1x Trainee Manager	1	1x 20	20	
1x Contract Employee	1	1x32	32	
<b>Risk Management Services</b>				
1x Contract Employee	1	1x12	12	
<b>Forensic Unit</b>				
1x Contract Employee	1	1x28	28	
1x Contract Employee	1	1x20	20	
36x Leaners	36	36x8	288	
2x Chief Corporate Investigation	2	2x20	40	
3x senior Corporate Investigator	3	3x16	48	
1x General Manager	1	1x28	28	

1x Secretary	1	1x16	16	
<b>Gaming and Betting policy Development</b>				
1x Deputy Manager	1	1x20	20	
1x Assistance Manager	1	1x16	16	
2x Administrative Officer	2	2x12	24	
2 Administrative Assistance	1	2x8	16	
<b>Compliance and Appeals</b>				
1x Deputy Manager	1	1x20	20	
3x Assistant Manager	3	3x16	48	
<b>OFFICE SERVING SPACE</b>				
Reception Main Entrance	1	1x24	24	
Committee Room	1	1x36	36	
Server Room	1	1x24	24	
PABX Room	1	1x12	12	
Photocopy Room	3	3x12	36	
Walk in safe	1	1x20	20	
Waiting area	1	1x20	20	
Tea Kitchen	3	3x6	18	
Storeroom for cleaning material	1	1x24	24	
Storeroom for refreshment	1	1x16	16	
Cleaners Rest room males	1	1x20	20	
Cleaners rest room females	1	1x24	24	
Security control room	1	1x24	24	
<b>OFFICE SERVING SPACE</b>				
Boardroom:1	1	1x50	50	
Boardroom:2	1	1x60	60	
Boardroom:3	1	1x45	45	
Reception Main Entrance	1	1x24	24	
Boardroom	1	1x36	36	
Boardroom	1	1x36	36	
Committee Room	1	1x36	36	
Server Room	1	1x12	12	
PABX Room	1	1x6	6	
Photocopy Room	3	3x12	36	
Strong Room Internal Audit (Assurance)	1	1x30	30	
Strong Room Internal Audit (Forensic)	1	1x100	100	
Walk in safe	1	1x20	20	
Waiting area	1	1x20	20	
Tea Kitchen	3	3x6	18	
Storeroom for cleaning material	1	1x24	24	
Storeroom for refreshments	1	1x16	16	
Cleaners Rest room for males	1	1x20	20	
Cleaners Rest room for females	1	1x24	24	
Security control room	1	1x24	24	

**1. BACKGROUND:**

The purpose of this request is to solicit bids from interested BIDDERS in order to provide suitable office accommodation for the Provincial Treasury in Pietermaritzburg.

The client Department has requested that KZN – Public Works arranges suitable office accommodation for the client.

Bidders are therefore requested to submit bids for existing or new buildings to sufficiently and suitably accommodate the functional needs of the Provincial Treasury.

**2. SCOPE OF WORK**

- **PERIOD OF LEASE: 5 years. This Department is expecting the landlord's performance in terms of maintenance of the building during the 5 years period.**

**PERIOD OF LEASE: 5 YEARS**

\_\_\_\_\_  
Bidder's signature

\_\_\_\_\_  
Date

## SECTION K

### BID FORM (To be completed by Bidder)

**ZNT 2986**

CLOSING DATE & TIME	BID NUMBER	LEASE PERIOD	VALIDITY PERIOD
19/01/2021 @11:00	ZNT2986W	5 years	60 DAYS

NB: BID PRICES MUST BE IN SOUTH AFRICAN CURRENCY AND BE INCLUSIVE OF VALUE-ADDED TAX

#### DESCRIPTION OF BID AND BID PRICE

**DESCRIPTION:** HIRE OF **SUITABLE EXISTING** OFFICE ACCOMMODATION FOR PROVINCIAL TREASURY AND PROCUREMENT OF SUITABLE B-GRADE OFFICES OF 4393M<sup>2</sup> (PLUS 25% NON-ASSIGNABLE AREA) PLUS 100 UNDERCOVER, 10 OPEN AND 03 DISABLED PARKING BAYS.

FOR 5 YEARS : R \_\_\_\_\_

AMOUNT IN WORDS \_\_\_\_\_  
\_\_\_\_\_

LEASE PERIOD: \_\_\_\_\_calendar months

#### NAME OF BIDDER AND SIGNATURE

NAME OF BIDDER: \_\_\_\_\_

NAME OF PERSON AUTHORISED TO SIGN BID: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



## SECTION L

### NOTES ON OFFER TO LEASE FORM

- (a) The "Offer to Lease" is a four (4) page document and forms the base of the lease agreement and this tender. Particular care must be taken when completing this document. The first two pages must be initialled and the last page signed in full. Failure to complete this document fully may invalidate the bid.
- (b) *RENTAL*  
The information contained in this document forms the base of what will be recorded in the lease agreement and must be accurate. Insert the escalation rate as a percentage next to the # symbol in the heading row. The escalation must be shown as a monetary figure in the table.

### EXAMPLE

The sum of the "TOTAL" and "ESCALATION" columns must equal the figure inserted in the "TOTAL/YEAR" column.

	TOTAL	ESCALATION# 5%	TOTAL/YEAR
Year 2			

NB: The calculations must not be rounded off to the nearest Rand and must reflect the cents. Rounding off affects the rate/m<sup>2</sup> which is the base of the monthly rental levied.

**REMEMBER** the full contract amount inclusive of Value Added Tax (VAT) must be carried over to the bid form (Page \_check no\_\_\_\_\_ of this bid document). This is the figure on which the Department will adjudicate and apply preference points if applicable.

## SECTION M

### OFFER TO LEASE

FOR THE SUPPLY AND LETTING TO THE DEPARTMENT OF PUBLIC WORKS: KWAZULU-NATAL PROVINCIAL ADMINISTRATION OF PROCUREMENT OF SUITABLE B-GRADE OFFICES OF 4393M<sup>2</sup> (PLUS 25% NON ASSIGNABLE AREA) PLUS 100 UNDERCOVER, 10 OPEN AND 3 DISABLED PARKING BAYS ARE REQUIRED AS PER THE SPECIFIED NEED INCLUDED IN THE TENDER DOCUMENTS.

**NB.** If the space provided is insufficient, additional information may be provided on a separate annexure {appropriately numbered/indexed}.

#### 1. TENDERER/LESSOR/AGENT/TRUSTEE DETAILS

NAME OF TENDERER \_\_\_\_\_

COMPANY \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

#### 2. PARTICULARS OF THE PREMISES OFFERED

<u>No.</u>	<u>description</u>	<u>response</u>
<u>1.</u>	NAME OF BUILDING	
<u>2.</u>	STREET ADDRESS OF BUILDING	
<u>3.</u>	ERF NUMBER/REGISTERED PROPERTY DESCRIPTION	
<u>4.</u>	TITLE DEED NUMBER OF PROPERTY OFFERED (ATTACH A CERTIFIED COPY OF TITLE DEED AT TIME OF BID CLOSING)	
<u>5.</u>	TOTAL AREA (m <sup>2</sup> ) OFFERED (LETTABLE AREA)	
<u>6.</u>	<u>LEASE PERIOD</u>	<u>5 YEARS</u>
<u>7.</u>	<u>BRIEF DETAILS OF IMPROVEMENTS</u>	
<u>8.</u>	<u>BRIEF DETAILS OF FIXTURES AND FITTINGS</u>	
<u>9.</u>	<u>FINISHES (AS IS):</u> <u>FLOOR</u> <u>WALLS</u> <u>CEILINGS</u>	
<u>10.</u>	<u>AIRCONDITIONING (CENTRAL/CONSOLE/OTHER)</u>	
<u>11.</u>	<u>LIFTS AVAILABLE (INDICATE YES/NO)</u>	
<u>12.</u>	<u>COST OF ANNUAL PROPERTY RATES</u>	

<b><u>13.</u></b>	<b><u>VAT NUMBER</u></b>	
<b><u>14.</u></b>	<b><u>Municipal valuation of building</u></b>	
	<b><u>Market value</u></b>	
<b><u>15.</u></b>	<b><u>BEE SHAREHOLDING % IN COMPANY OWNING PROPERTY OFFERD. PROVIDE RELEVANT CERTIFIED DOCUMENTS IE, MEMBERS REGISTER CK1/CK2</u></b>	
<b><u>16.</u></b>	<b><u>DISABILTY COMPLIANT ITO: (INDICATE YES/NO)</u></b> <b><u>RAMP:</u></b> <b><u>LIFT:</u></b> <b><u>PARKING: parking for disabled persons to be provided close to the entrance of the building offered</u></b>	
<b><u>17.</u></b>	<b><u>Monthly Operating Costs proportionate to the area offered for which the User department of will pay directly to the landlord upon receipt of an invoice.</u></b> <b><u>water</u></b> <b><u>electricity</u></b> <b><u>garden services</u></b> <b><u>landscaping</u></b> <b><u>security</u></b> <b><u>other</u></b>	

## RENTAL OFFER (COMPULSORY FOR ALL BIDDERS)

### B) RENTAL OFFER: 5 YEAR LEASE

DESCRIPTION	m <sup>2</sup>	RATE/m <sup>2</sup>	MONTHLY RENTAL	X 12=YEAR (A)*
OFFICE -(ASSIGNABLE )				
NON-ASSIGNABLE (NOT EXCEEDING 25%)				
STORAGE				
GUARD HOUSE				
OTHER				
<b>TOTAL</b>	<b>_____ M<sup>2</sup></b>		<b>R</b>	<b>(A)</b>
<b>PARKING</b>	<b>NO OF BAYS</b>	<b>RATE/BAY</b>	<b>MONTHLY RENTAL</b>	<b>X 12 =YEAR (B)*</b>
LOCK UP				
UNDERCOVER				
OPEN				
WASH BAY				
<b>TOTAL</b>				<b>(B)</b>
<b>Carry forward A + B to year 1 hereunder</b>			<b>*A + *B</b>	<b>=</b>
<b>YEAR</b>	<b>TOTAL</b>	<b>ESC AMOUNT#</b>	<b>TOTAL PER YEAR</b>	
Year 1 ( A+B)		NIL		
Year 2				
Year 3				
Year 4				
Year 5				
<b>SUB TOTAL</b>			<b>(C)</b>	
<b>VAT</b>				
<b>GRAND TOTAL CARRIED OVER TO TENDER FORM</b>				

# NB ESCALATION PERCENTAGE INCREASE TO BE STATIC THROUGH OUT CONTRACT PERIOD.

### 3. ACCOMMODATION LAYOUT/REFURBISHMENT (IF EXISTING)

*IT MUST BE NOTED THAT THE TIME PROVIDED FOR THE REFURBISHMENT OF EXISTING BUILDINGS IS*

*NOT TO EXCEED 4 MONTHS FROM DATE OF SIGN OFF ON LAYOUT PLANS.*

*SIGN OFF ON PLANS TO BE FINALIZED WITHIN 4 WEEKS FROM DATE OF AWARD.*

NB: SUMMARY TOTALS FOR ALL OFFERS TO BE CARRIED FORWARD TO BID FORM ON PAGE 45 OF THIS DOCUMENTS. TOTAL A+B+C = R \_\_\_\_\_

### 4. STATE NOT RESPONSIBLE FOR THESE COSTS

Note: the State is not prepared to accept responsibility for services or costs involved within grey colored columns. (Indicate where applicable).

4.

4.1 Services	State	Lessor	Estimated Cost per month
4.1.1 water consumption	Client Department to pay directly to the Municipality _indicate the name of the client dept here		
4.1.2 Electricity consumption	As above		
4.1.3 Sanitary Services	As above		
4.1.4 Refuse removal	As above		
4.1.5 Domestic cleaning services	Client will contract own cleaning services for space it occupies		
4.1.6 Consumable Supplies			

4.2 Maintenance	State	Lessor	Estimated Cost per month
4.2.1 Internal maintenance			
4.2.2 External			
4.2.3 garden (if applicable)			
4.2.4 Air conditioning			
4.2.5 Lifts			
4.2.6 Floor covering			
4.2.7 Alarm System			
4.3 Rates and Taxes	State	Lessor	Estimated Cost per month
4.3.1 Municipal rates and taxes and increases			
4.3.2 Insurance and increases			
4.3.3 SASRIA Insurance and increases			

4.4 Other responsibilities	State	Lessor	Estimated Cost per month
4.4.1 Contract Cost			
4.4.2 Fire Fighting Equipment and replacement thereof			
4.4.3 Cost of alterations			

STATE IS NOT PREPARED TO ACCEPT RESPONSIBILITY FOR COSTS INVOLVED WITHIN GREY COLUMNS

Does the building comply with the National Building Regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

5. **NATIONAL BUILDING REGULATIONS**

TYPE	YES	NO
5.1.1 Electricity compliance Certificate		
5.1.2 Fire Regulation		
5.1.3 Accessibility Regulation		
5.1.4 Health and Safety Regulation		
5.1.5 Occupation certificate to be submitted post reconfigurations		

6. **DECLARATION**

I, the undersigned, herewith declare that I have taken cognisance of the details, conditions and requirements contained in all the documentation attached to this offer form and I herewith offer, in accordance with such conditions, the accommodation/building to let.

SIGNATURE: \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SECTION N

### AUTHORITY TO SIGN A BID

#### A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

#### AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20....., Mr/Mrs.....

..... (whose signature appears

below) has been duly authorised to sign all documents in connection with this bid on behalf of

(Name of Company) .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF COMPANY: .....  
(PRINT NAME)

SIGNATURE OF SIGNATORY: ..... DATE: .....

WITNESSES: 1 .....

2 .....

#### B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the  
sole owner of the business trading as

.....

.....

.....  
SIGNATURE  
(PRINT NAME)

.....  
DATE

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....  
hereby authorized .....to sign this bid as well as any  
contract resulting from the bid and any other documents and correspondence in connection  
with this bid and /or contract on behalf of

..... <b>SIGNATURE</b> (PRINT NAME)	..... <b>SIGNATURE</b> (PRINT NAME)	..... <b>SIGNATURE</b> (PRINT NAME)
---	---	---

..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>
----------------------	----------------------	----------------------



### A. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

.....Mr/Ms....., whose

signature appears below, has been authorised to sign all documents in connection with this bid

on behalf of (Name of Close Corporation) .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** ..... (PRINT NAME)

IN HIS/HER CAPACITY AS ..... DATE: .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1 .....

2 .....

**E CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of co-operative).....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:**  
(PRINT NAME)

.....

**IN HIS/HER CAPACITY AS:**.....

**DATE:** .....

**SIGNED ON BEHALF OF CO-OPERATIVE:**.....

**NAME IN BLOCK LETTERS:**.....

**WITNESSES:** 1 .....

2 .....

## **F JOINT VENTURE**

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of the enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

### **AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE**

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....,

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Joint Venture).....

**IN HIS/HER CAPACITY AS:**.....

**SIGNED ON BEHALF OF (COMPANY NAME):**.....  
(PRINT NAME)

**SIGNATURE :**..... **DATE:**.....

**IN HIS/HER CAPACITY AS:**.....

**SIGNED ON BEHALF OF (COMPANY NAME):**.....  
(PRINT NAME)

**SIGNATURE:**..... **DATE:**.....

**IN HIS/HER CAPACITY AS:**.....

**SIGNED ON BEHALF OF (COMPANY NAME):**.....  
(PRINT NAME)

**SIGNATURE:**..... **DATE:**.....

**IN HIS/HER CAPACITY AS:**.....

**SIGNED ON BEHALF OF (COMPANY NAME):**.....  
(PRINT NAME)

**SIGNATURE:**..... **DATE:**.....

**G. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorised representatives of concerned enterprises, authorising the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on.....20...

Mr/Mrs.....

(whose signature appears below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

**IN HIS/HER CAPACITY AS:**.....

**SIGNATURE:**..... **DATE:**.....

(PRINT NAME)

**SECTION O**

**COMPULSORY BRIEFING SESSION CERTIFICATE**

**Date** : \_\_\_\_\_

**Time** : 11:00

**Venue** : \_\_\_\_\_

Site/building/institution involved: Department of \_\_\_\_\_

**Bid no.:** ZNT \_\_\_\_\_

**Service:** Hire of office accommodation: Provincial Treasury

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME) \_\_\_\_\_

ON BEHALF OF \_\_\_\_\_

ATTENDED THE OFFICIAL BRIEFING SESSION/INSPECTED ON \_\_\_\_\_ (DATE)

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

\_\_\_\_\_  
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE  
(PRINT NAME)

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE  
(PRINT NAME)

DEPARTMENTAL STAMP  
(OPTIONAL)

DATE: \_\_\_\_\_

## **SECTION P**

### **OCCUPATIONAL HEALTH AND SAFETY ACT NO. 85 OF 1993 (APPLICABLE FOR BUILDINGS, ALTERATIONS AND ADDITIONAL WORK ONLY)**

The Lessor as an employer in terms of the Occupational Health and Safety Act, Act 85 of 1993 needs to ensure that any additions, alterations, modifications and repairs are performed in line with the requirements of the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of July 2003 and SANS 10400.

In addition to the above-mentioned the Lessor and/or Contractors employed by the Lessor need to comply with the following where applicable:-

- 1) The Lessor must provide the Principal Contractor with a Safety, Health and Environmental Specification (Regulation 4.1 (a));
- 2) The Principal Contractor must provide the Lessor with a suitably documented Safety, Health and Environmental Plan (Regulation 5.1 (a));
- 3) The Lessor must discuss, negotiate and finally approve the Principal Contractor's Safety, Health and Environmental Plan (Regulation 4.2 (a));
- 4) The Lessor shall take all reasonable steps to ensure that the Principal Contractors Safety, Health and Environmental Plan is implemented and maintained, provided that steps taken shall include periodic audits mutually agreed upon between the Lessor and the Principal Contractor (Regulation 4.1 (d));
- 5) The Lessor shall ensure that the Principal Contractor is registered and in good standing with the Compensation Fund or a licensed compensation insurer (Regulation 4.1 (g)); and
- 6) The Principal Contractor performing work on behalf of the Lessor must ensure that he conducts his work in such a manner as to ensure as far as is reasonably practical that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health and safety (Section 9 (1 and 2) of the OHS Act, Act 85 of 1993).

## SECTION Q

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;



- (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Bidder

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## SECTION R

### DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

#### CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## Section S

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

---

#### 3. GENERAL CONDITIONS

3.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

3.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore 80/20 preference point system shall be applicable; or
- b) The 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

3.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

3.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

3.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

3.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 4. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1)  
B-BBEE Status level certificate issued by an authorized body or person;
  - 2)  
A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3)  
Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

#### 5. POINTS AWARDED FOR PRICE

##### 5.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

## 6. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 6.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## 7. BID DECLARATION

- 7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 8. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 8.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 9. SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted?

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 9.1.1 If yes, indicate:

vi) What percentage of the contract will be subcontracted.....%

vii) The name of the sub-contractor.....

viii) The B-BBEE status level of the sub-contractor.....

ix) Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- x) **Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:**

<b>Designated Group: An EME or QSE which is at least 51% owned by:</b>	<b>EME ✓</b>	<b>QSE ✓</b>
<b>Black people</b>		
<b>Black people who are youth</b>		
<b>Black people who are women</b>		
<b>Black people with disabilities</b>		
<b>Black people living in rural or underdeveloped areas or townships</b>		
<b>Cooperative owned by black people</b>		
<b>Black people who are military veterans</b>		
<b>OR</b>		
<b>Any EME</b>		
<b>Any QSE</b>		

**10. DECLARATION WITH REGARD TO COMPANY/FIRM**

10.1 Name \_\_\_\_\_ of  
company/firm:.....

10.2 VAT \_\_\_\_\_ registration  
number:.....

10.3 Company \_\_\_\_\_ registration  
number:.....

**10.4 TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
  - ☐ One person business/sole propriety
  - ☐ Close corporation
  - ☐ Company
  - ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

**10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....  
.....  
.....  
.....

**10.6 COMPANY CLASSIFICATION**

- ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional service provider
  - ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

10.7 Total number of years the company/firm has been in  
business:.....

10.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- v) The information furnished is true and correct;
- vi) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- vii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- viii) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (f) disqualify the person from the bidding process;
  - (g) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (h) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (i) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (j) forward the matter for criminal prosecution.

WITNESSES

3. ....

4. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

SBD 6.2



LEASE NO. : \_\_\_\_\_  
FILE REF. NO. : \_\_\_\_\_

**AGREEMENT OF LEASE**

Entered into between

.....

**(Registration number:.....)**

Represented herein by ..... **(ID No.....)** in his capacity as

.....

Duly authorised representative

(Hereinafter referred to as the LESSOR)

And

**PROVINCIAL GOVERNMENT OF THE PROVINCE OF KWAZULU-NATAL  
(HEAD: KZN PUBLIC WORKS)**

Represented herein by

\_\_\_\_\_ in his capacity as the Head: KZN Public Works

Duly authorised representative

(Hereinafter referred to as the LESSEE)

INITIALS	
LESSOR	LESSEE
.....X.....	.....
.....X.....	.....
.....X.....	.....

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**INITIALS**

LESSOR	LESSEE
.....X.....	
.....X.....	
.....X.....	

**1. INTERPRETATION**

- 1.1 In this agreement, unless the context otherwise indicates, the following words and expressions shall bear the meanings assigned thereto below in this sub-clause:
- 1.2 The “LESSOR” shall mean the Landlord (.....) or the company/trust/cc name or agents acting on behalf of the owner.
- 1.3 The “LESSEE” shall mean the Provincial Government of the Province of KwaZulu-Natal
- 1.4 The “user department” shall mean the Department of in occupation of the hired premises and in this instance refers to the **Department of .....**
- 1.5 official handover date: will be the 3<sup>rd</sup> week of the last month of the refurbishment period.
- 1.6 The “commencement date” shall mean the date as more fully described in clause 3.1 hereunder
- 1.7 The “lease period” shall mean the period as stipulated in clause 4 of this lease agreement.
- 1.8 The “exterior property” shall mean the verandah, passage way to the building, and this excludes the paintings and maintenance of the exterior structure of the building
- 1.9 The head notes to the paragraphs to this agreement are inserted for reference purposes only and shall not affect the interpretation of any of the provisions to which they relate.
- 1.10 Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include females and words importing persons shall include partnerships and body corporate.
- 1.11 Reference to “the lease” or “this lease” shall mean this agreement of lease and all annexures thereto.
- 1.12 Calendar month – refers to a full month including week ends.

INITIALS

LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

## 2. THE LEASED PREMISES

- 2.1 The LESSOR hereby lets, and the LESSEE hereby hires on behalf of and for occupation by the **Department of.....**, certain premises in extent of .....m<sup>2</sup> plus .....**open parking bays** and .....**Undercover parking bays described as (erf No).....** situated at (STREET address) .....  
(Hereinafter referred to as “the premises”) subject to the following terms and conditions:

## 3. PERIOD OF LEASE

- 3.1 Irrespective of the date of signature the lease shall be a period of ..... (in words) (in number) years. The lease commencement date becomes effective on the 1<sup>st</sup> day of the month following official handover.
- 3.2 Should the lease expire and the User Department remains in occupation for a period thereafter, the Lessee undertakes to pay rentals based on the rates received for year one of this lease agreement. This clause does not intend to create expectation for automatic lease extensions/renewals but to address the period of occupation after expiry.

## 4. OFFICIAL HANDOVER OF PREMISES:

- 4.1 The official handover date is determined to be the 3<sup>rd</sup> week of the last month of the refurbishment period.
- 4.2 The Lessor is required to submit the following documents to the Lessee on handover date;
- Occupation certificate issued by the Local Municipality
  - Occupation Health and Safety Certificate
  - Air-conditioning Certificate
  - Plumbing Certificate
  - Fire-fighting certificate that building complies with fire escape and exit plan
  - Entomologists certificate
  - Electrical Compliance Certificate
- 4.3 The Lessor is to ensure that all snags are finalized, to the satisfaction of the Lessee, prior to handover of building.

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

## 5. RENTAL

5.1 The accommodation rental per square meter shall begin at ...../m<sup>2</sup> shall be the sum of ..... (R.....) per month **excluding/including** VAT, during the first twelve months of the lease, but shall escalate at the rate of ..... (.....) per annum, the first such escalation to become operative on .....

5.2 Rental is payable only upon commencement date.

5.3 The rental shall be paid within 30 days from receipt of the invoice.

5.4 The Lessee will not be responsible for payment of any interest or penalties and/or legal costs for late rental payments which arise as a result of the Lessor being unable to produce a rental invoice as per clause 5.2, above.

The rental shall for the duration of the lease be as depicted in the following:

**Table 1**

Period	Year	Esc@	No Of Bays	Rate/Bay per Month	Hired space@ M <sup>2</sup> X R0	Rental/Mth (Incl Parking) (Excl VAT)	VAT (R)	Total Rental/month (R)

5.5 Such payments to be made electronically to:

- **Account holder** : .....
- **Branch name** : .....
- **Bank Name** : .....
- **Account no.** : .....
- **Branch code** : .....

INITIALS

LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

- 5.6 The aforesaid rental is exclusive of the charges levied by competent authority for water, electricity, and sanitation and refuse removal.
- 5.7 The aforesaid rentals shall/shall not attract Value Added Tax at the current rate as depicted under table 1, clause .3.

## 6. PARKING

- 6.1 In addition to the abovementioned accommodation the LESSOR shall provide:

Type of parking	No of bays	Rate/bay	Rate per Month
Open Parking Bays			
Undercover Parking Bays			
Garages			
TOTAL RENTAL PER MONTH			

- 6.2 The parking rental shall be the sum of ..... (R.....) per month for a period of the first twelve Months inclusive /exclusive of vat. This rental shall escalate at a rate of .....(.....%) per annum, such escalation to be operative from.....

- 6.3 The aforesaid rentals shall/shall not attract Value Added Tax at the current rate, as depicted under table 1, clause 4.3.

## 7. RECONFIGURATION OF BUILDING

- 7.1 The premises shall be reconfigured according to specification and the period agreed upon between the LESSEE and the LESSOR. This period shall not exceed 4 calendar months which period shall commence on..... (INSERT DATE)
- 7.2 The Lessor is to ensure that the building is fully compliant in terms of the Occupational Health and Safety Act and the National building Regulations

## 8. PENALTIES

- 8.1 The penalty for failure to comply with the lease commencement date will be calculated at 1% per day of the monthly rental and will be off set from the first rental payable.

INITIALS

LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

8.2 If the Lessor fails to meet any other of the timeframes arising out of this lease, the Lessee shall without prejudice deduct from the rental payment, as a penalty a sum calculated at 1% of the monthly lease amount per day of delay.

**9. ADDITIONAL WORK TO BE UNDERTAKEN AFTER OCCUPATION:**

9.1 Any additional work required by the User **Department of.....** must be undertaken by the Lessor. The cost of this additional work will be borne by the User Department.

9.2 The Lessor is compelled to provide the Department of Public Works with three (3) written quotations for consideration by the Department of Public Works within 21 days of the request made by the Lessee. The Department of Public Works will consider the cheapest quotation and the work must commence within two (2) working days after the Lessor is given the acceptance of the quote by the Department of Public Works to go ahead with the work.

9.3 Failure to comply with these timelines set out in clause 9.2 will result in the Department invoking penalties as per clause 8, above.

9.4 The Department of Public Works or its agents will not be responsible for undertaking any additional work on the premises nor will it be responsible for payment of additional work done by the Lessor without the written approval of the Lessee.

**10. USE OF PREMISES**

10.1 The **Department of .....** shall use the premises for office accommodation purposes only and for no other purposes whatsoever without the prior written consent of the LESSOR, and which consent shall not be unreasonably with-held.

**11. WORK OPPORTUNITIES AND JOB CREATION –**

11.1 The Lessor is required to ensure that ----- jobs are created in line with proposal submitted for ZNT \_\_\_\_\_ W, Annexure “A”.

INITIALS	
LESSOR	LESSEE
.....X.....	.....
.....X.....	.....
.....X.....	.....

- 11.2 The Lessor is required to submit proof of full time jobs created annually. Proof required will be copies of the employment contract together with copies of identity documents of employees and their contact numbers. This Department reserves the right to verify the information submitted by the Lessor.

**12. ACTIVITIES CONDUCTED ON THE LEASED PREMISES**

- 12.1 In the event of the LESSEE undertaking, or permitting to be undertaken, any activities in or the leased premises, which constitute:-
- 12.2 A breach of the peace and /or
- 12.3 A disturbance of the amenities and/or enjoyment of the other persons resident or employed in the general area and/or.
- 12.4 Conduct which is inappropriate or undesirable in or on premises under control of the LESSEE, the LESSOR shall have the right to call upon the LESSEE, in writing, to desist immediately, failing which such failure shall constitute a breach of this agreement and the LESSOR, notwithstanding the provisions of Clause 21, shall be entitled to terminate the lease forthwith.

**13. DOMESTIC SERVICE CHARGES**

- 13.1 The User Department shall be liable for the payment, direct to the competent authority, of charges for electricity, water, sanitation and refuse removals.

Or

- 13.2 The User Department shall make PRO RATA payment for charges of electricity, water, sanitation and refuse removals, direct to the Lessor in the event of being in a shared building.

The LESSOR will submit monthly invoices directly to the User Department who will process such payments within 30 days of receipt of the invoices thereof.

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....



**13.3** The User Department shall make payment of operating costs, where applicable, directly to the lessor. The LESSOR will submit monthly invoices directly to the User Department who will process such payments within 30 days of receipt of the invoices thereof.

13.4 No liability whatsoever shall rest upon the LESSOR for any interruption or failure of any Municipal or other services to the premises irrespective of the cause thereof, unless due to the negligence of the LESSOR.

**14. SUBLETTING OR CESSION OF LEASE**

14.1 The Lessee shall not cede, sub-let, mortgage or assign this lease or any of the rights held by it hereunder without having obtained the prior written approval of the LESSOR. Such approval shall not be unreasonably refused.

**15. MAINTENANCE OF LEASED PREMISES**

15.1 The LESSOR shall be responsible for the structural maintenance of the leased premises during the currency of this lease. Structural maintenance shall include maintenance of the building structure, water reticulation and sewerage system, the electrical and mechanical installations which form an integral part of the building and shall include, inter alia,  
The air-conditioning and heating units  
Water heating devices (including geysers)  
Lighting installations, including ballasts of fluorescent fittings  
Extractor fans  
Lifts  
Security access points  
Electrical gates  
Plumbing installation and maintenance  
Alarm systems and  
Any other electrical appliance or installation forming an integral part of the building and grounds, which shall include maintaining all Fire Fighting Equipment and Portable Fire Extinguishers.

	INITIALS	
	LESSOR	LESSEE
.....	X.....	.....
.....	X.....	.....
.....	X.....	.....

- 15.2 The LESSEE shall notify the LESSOR of any structural defects in the leased premises as soon as the defects are discovered and the LESSOR shall be obliged to have such defects repaired, such repair to commence within (21) twenty one days of the notice being given by the Lessee. All work to be completed within 2 weeks of commence thereof. The structural defects referred to in this sub-clause are limited to the existing structure and its fixtures and in no way can the LESSEE compel the LESSOR to structurally alter the premises to remedy structural defects.
- 15.3 If the LESSOR fails to commence with the necessary repairs to the structure of the leased premises or to the fixtures thereto within the stipulated period of twenty one (21) days, or a period agreed to between the Lessee and the Lessor in writing;
- 15.3.1 the LESSEE shall have the right to invoke the penalty clause, clause 8, above until the necessary repairs are completed to the satisfaction of the Lessee.
- 15.3.2 Or, the Lessee shall affect the necessary repairs to the premises and recover the costs thereof from the rental. This will only come into effect, if the Lessor has failed to rectify such repairs within the stipulated 21 days or a period agreed to between the Lessee and the Lessor; as per clause 15.2, above.
- 15.3.3 Or, the LESSEE shall have the right to terminate the lease forthwith and to claim from the LESSOR, who shall pay to the LESSEE, any additional rental that the LESSEE shall be obliged to pay in securing suitable alternative premises of similar extent and quality.
- 15.4 The LESSEE shall, to the satisfaction of the LESSOR, during the currency of this lease maintain the interior of the premises in a clean and tidy condition and in a good proper state of repair. Damage or deterioration caused by the willful or negligent act or omission on the part of the LESSEE or its clients shall be made good by the LESSEE to the satisfaction of the LESSOR.

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

15.5 The LESSEE shall, to the satisfaction of the LESSOR, during the currency of lease maintain the exterior property in a clean and tidy condition.

**16. RIGHT OF INSPECTION**

16.1 The LESSOR may at any reasonable time, in person, by an authorized agent or agents, enter upon the premises hereby leased, or portion thereof, for the purpose of inspection.

**17. IMPROVEMENTS**

17.1 The LESSEE shall not erect any buildings on, or effect any improvements to, the leased premises without the prior written consent of the LESSOR; such approval shall not be unreasonably withheld.

17.2 The Lessee has the right to claim compensation for any improvements it may have had to affect on the premises which are not of a permanent nature.

17.3 The LESSEE may remove any improvements effected by it provided they are not of a permanent nature and removal is effected prior to the date of termination of this lease, without damage to the said premises.

**18. INDEMNITY**

18.1 The LESSEE hereby indemnifies the LESSOR against all losses, expenses, actions and claims, including claims for damage to any property, injury or loss of life, and all costs, including costs between party and party, which the LESSOR may be adjudged or obliged to pay and arising directly or indirectly from any act or omission by the LESSEE, or his/ her clients.

**19. INSURANCE OF PREMISES**

19.1 The LESSOR shall insure the building adequately, against damage to the structure and fixtures both inside and outside caused by fire, burglaries, Vis major and political riots.

19.2 The LESSEE is not responsible for any loss or damage caused to the property of the LESSOR and / or that of his tenants, caused by Vis major or political riots, provided such damage is not due to the negligence of the LESSEE, or his servants, employees, agents or visitors.

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

- 19.3 The Lessor may be held responsible for damages suffered by the User Department in the event of fire, flooding and leaks at the hired premises.

**20. TOTAL OR PARTIAL DESTRUCTION OF THE PREMISES**

- 20.1 In the event of the total destruction of the property by fire or any other cause whatsoever, the lease shall be terminated forthwith.
- 20.2 In the event of the partial destruction of the property by fire or any other cause whatsoever, the LESSOR shall have the right to either terminate this lease or to require the lease to continue, in which latter event there is to be a reduction in rental, calculated in an amount agreed to by both parties. Alternatively, should the parties be unable to agree on a revised reduced rental, this should be referred to two registered valuers in the area who will decide what the reduced rental would be.

**21. BREACH OF THIS AGREEMENT**

- 21.1 In the event of either party being in breach or default of any of the terms and conditions of this lease, whether by non-payment of any rental or otherwise, the other party shall be entitled to give the defaulting party twenty one (21) days notice in writing to remedy such breach, and if after such notice, that party is still in breach or default, to cancel this lease forthwith, whereupon the LESSOR shall be entitled to re-occupy the premises without prejudice to the injured party's rights to sue the other for past breaches of this lease.
- 21.2 In the event of the LESSOR terminating this lease and the LESSEE disputing the LESSOR's right to so terminate and remaining in occupation of the premises, the LESSEE shall, pending settlement of such dispute, continue to pay the rental provided for in this lease for the period during which he continues in occupation, and the LESSOR shall be entitled to accept such payments, and such acceptance shall be without prejudice to and shall not in any manner affect the LESSOR's claim to the termination then in dispute and any consequential damages.

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

- 21.3 The LESSEE reserves the right to review leases where the BEE status of the composition of the company changes during the duration of the lease. Where the BEE composition of the company that the LESSEE has signed a lease contract with increases, the lease period shall remain unchanged for the entire duration of the lease. Instances where the BEE status or shareholding is decreased, the company will be expected to sustain the BEE shareholding percentage and failure to do so could result in the LESSEE reviewing the period of the lease.

INITIALS

**22. RELAXATION OR INDULGENCE**

- 22.1 Any relaxation or indulgence of whatsoever nature granted by one party to the other party shall not in any way prejudice or operate as a waiver of either party's rights in terms of this lease.

**23. PROHIBITION ON THE RESTRICTING OF ACCESS TO HIRED PROPERTY BY THE LESSOR**

- 23.1 The Lessor is prohibited from unlawfully locking out/restricting access to the hired premises for the duration of this lease. The lessee reserves the right to bring an urgent High court application should this happen and all costs will be for the lessor.

- 23.2 The lessee also reserves the right to not pay rentals for the number of days that the User Department is denied access to the hired premises. Such rental will be forfeited.

**24. NOTIFICATION IN CHANGE OF LESSOR DETAILS**

- 24.1 The lessor is obliged to notify the lessee, in writing, should there be a change in his/her banking details or change in company name or registered business/domicilium address. Such notification must be sent to Head: Public Works- KZN (Immovable Asset management) within five (5) days of such change being made.

**25. LEASE TERMINATION**

- 25.1 Prior to the vacation of the leased premises, the Lessor and the Lessee agree to undertake a joint pre-vacation inspection in order to identify fair wear and tear, for which there will be no compensation. Fair wear and tear includes damage and soiling to carpets; tiling; painting; cupboards; ceilings; all partitioning; doors; blinds; light fittings; toilet cisterns and fittings, amongst others.

LESSOR	LESSEE
.....X.....	
.....X.....	
.....X.....	

- 25.2 The lessee will not be liable for any structural wear and tear, structural being defined in clause 15.1, above.
- 25.3 Upon vacation of the premises by the User Department, the Lessee; Lessor and the User Department (insert name of client here) will undertake a final inspection on the last day of the vacation of the premises to address any areas where damage may have occurred as a result of the User Department moving out.
- 25.4 The LESSOR shall obtain at least three acceptable written quotes, where possible, for the repair of the listed damage. These quotes shall be presented to the LESSEE within 30 days of the lessee vacating the premises, for scrutiny and acceptance. The LESSEE shall obtain approval to accept the lowest quote and thereafter pay to the LESSOR an amount equal to the lowest of the acceptable quotes for the repairs. The LESSOR shall have the repairs affected in his own time and the LESSEE shall be liable for no more rentals after the termination of this lease and the return of the keys in terms of clause 26.1.

## **26. VACATION OF THE LEASED PREMISES**

- 26.1 The LESSEE undertakes, upon termination of this lease, to peacefully and quietly, without let or hindrance, deliver up possession of the premises hereby leased giving the LESSOR free and vacant possession thereof and deliver the keys to:

Name:.....

Address:.....

Contact No.....

INITIALS	
LESSOR	LESSEE
.....X.....	.....X.....
.....X.....	.....X.....
.....X.....	.....X.....

**27. DOMICILIUM CITANDI ET EXECUTANDI**

27.1 All notices which may be required to be served under this lease shall be deemed to have been validly delivered personally to or posted by registered post to the relevant party at the appropriate domicilium citandi et executandi specified hereunder.

The domicilium citandi et executandi of each of the parties shall be as follows:

**LESSOR:** \_\_\_\_\_ (If mailed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (If delivered)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LESSEE:**       **Attention: Head: Public Works (if delivered)**

**O. R. TAMBO HOUSE  
191 Prince Alfred Street  
Pietermaritzburg  
3201**

**Attention: The Head: Public Works (if mailed)**

**O. R. TAMBO HOUSE  
Private Bag X 9041  
Pietermaritzburg  
3200**

INITIALS	
LESSOR	LESSEE
.....X.....	.....
.....X.....	.....
.....X.....	.....

**28. GENERAL**

28.1 No variation of this lease shall be of force or effect unless it is in writing and is signed by both the LESSOR and the LESSEE or their representatives.

28.2 This lease contains all the terms and conditions of the agreement between the LESSOR and the LESSEE. The parties acknowledge that there are no understandings, representations or terms between the LESSOR and the LESSEE in regard to the letting of the premises other than those set out herein.

**THUS DONE AND SIGNED AT** \_\_\_\_\_

**ON THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **20**\_\_\_\_\_.

\_\_\_\_\_  
**For the Lessee, duly authorized**

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**THUS DONE AND SIGNED AT** \_\_\_\_\_

**ON THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **20**\_\_\_\_\_.

\_\_\_\_\_  
**For the Lessor, duly authorized**

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_